



Information Technology for Minnesota Government

ELECTRONIC DOCUMENTATION POLICY

From the Office of Carolyn Parnell
Chief Information Officer, State of Minnesota

Version: 1.0

Approved Date: July 1, 2013

Approval:

A handwritten signature in blue ink, appearing to read 'Carolyn Parnell', is written over a horizontal blue line.

Policy Statement

MN.IT Services Financial Management Division will use electronic records (scanned copies of original documents) for all business processes requiring receipts including receipts, packing slips, invoices, purchase orders, quotes and back up documentation. The electronic record will become the official record for all business purposes.

Reason for the Policy

This policy governs a shift in business practice from requiring original paper copies of supporting documents to permitting the use of scanned copies as originals for financial processing. Using electronic records facilitates more efficient processing. This policy is based on statutory authority in Chapter 325L the Uniform Electronic Transactions Act, 2012 subdivisions .05 and .07.

Roles and Responsibilities

MN.IT Services staff and agency staff who are involved in the receipting of IT goods and services are responsible for knowing and adhering to this policy.

MN.IT Services – Financial Management Division is responsible for maintaining this policy.

Applicability and Exclusions

This policy applies to all departments, agencies, offices, councils, boards, commissions and other entities in the executive branch of Minnesota State Government whose IT finances have been consolidated under MN.IT Services as of July 1, 2013.

Related Information

Document	Description
Invoice Payment Policy	This document outlines the requirements for a three way match needed for payment of goods and services
Receipt Form	This document is an online receipt form that details the information needed for receipt and invoice processing and must be filled out for all items received.
Receiving Procedures	This document describes the process for staff (MN.IT or agency) who receives goods or services locally.
Invoice Processing Procedures	This document describes the process for MN.IT Services Accounts Payable staff who process invoices.
M.S.16A.124 Prompt Payment of State Agency Bills Required	This statute outlines the requirements to make payments to vendors within 30 days.

History & Ownership

Revision History – record additions as Major releases, edits/corrections as Minor

Date	Author	Description	Major #	Minor #

Review History – periodic reviews to ensure compliance with program

Date	Reviewer	Description	Compliance

Approval History – record of approval phases

Phase	Description	Date

Contact:

[MN.IT Services Accounts Payable](#)

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